



**2003-2004**

## **CHOREOGRAPHY FELLOWSHIP APPLICATION**

**Description** A limited number of fellowships are available to professional artists to support activities that will advance the art form or the careers of these artists. Funding in this category is highly competitive. Specific disciplines will be eligible for support each year on a rotating basis, depending upon the amount of state and federal funding available to the Commission. Artists should confirm with the Commission staff the categories to be funded each year.

**Deadline** **August 1, 2003**, for applications in **choreography**.  
Applications must be **received** by the Commission on or before **5:00 p.m., August 1, 2003**.

**Amount of Assistance** Artists will be considered for fellowships of \$5,000.  
Artists are not required to provide matching funds.

**Eligibility** Artists who are legal residents of Virginia at the application deadline and who plan to remain a Virginia resident during the grant period are eligible to apply. A legal resident has a valid Virginia driver's license and/or pays income taxes in Virginia and/or is a registered Virginia voter. Applicants must be at least 18 years of age. An individual may receive only one fellowship from the Commission within any four-year period. Members of the Commission and the Commission staff are ineligible to apply.

**Criteria** Applications are evaluated on consistent quality of the artist's work, the applicant's record of professional arts activity and achievement, and potential for the fellowship resulting in significant development in the career of the individual.

**Application Review and Payment Procedure** Artists submit complete application materials by the deadline. The Commission does not accept application materials via facsimile or other electronic means. Applications are reviewed by an Advisory Panel of professionals in the appropriate discipline. The Panel makes its recommendations after group discussion. The Commission makes the final decision on all applications. Results will be announced around the end of October, 2003.

**Application Submission Checklist** A complete application must contain **ONE (1) copy** of each of the following items:

- ' Applicant information page (see instructions).
- ' Artist Narrative. No more than 1 page (8½" x 11").
- ' Work Sample Description Sheet.
- ' Artist's Resume.

Only **ONE (1) copy** of each of the following is needed:

- ' Two (2) VHS ½" videocassettes.
- ' Self-addressed stamped envelope/package for return of videocassette.
- ' A completed National Standards for Arts Information Exchange Race/Ethnicity Data Collection Form. For reporting purposes only; will NOT be considered during the grant-making process.

**Refer to the instructions attached for details on preparing your application.**

Any application not containing all of the items listed above will be considered incomplete and will be returned with a brief explanation.

**NOTE:** Be sure to keep a copy of your application and all forms and attachments.

# 2003-2004 CHOREOGRAPHY FELLOWSHIP APPLICATION

## VIRGINIA COMMISSION FOR THE ARTS

223 Governor Street  
Lewis House, Second Floor  
Richmond, VA 23219  
804.225.3132 (voice)

Provide all information requested below in the order listed. Applications must be **received by** the Commission no later than **5:00 p.m., August 1, 2003**. The Virginia Commission **will not** accept any application materials via facsimile transmission or other electronic means (e.g. e-mail). Original signatures are required. For assistance or more information, contact the Program Coordinator.

**1. Title applicant information page by typing "2003-2004 Choreography Fellowship Application" at the head of an 8½" x 11" page. Provide the information in the order requested below using 12 point or larger type, and include all required attachments.**

**2. Name, address, telephone number, social security number, and independent city or county of residence.**

**3. Artist Narrative.** On a separate page explain how you plan to use the fellowship funds, how it will affect your artistic development, and why it is important that you receive a fellowship at this time. You may describe activities such as researching and developing a proposed idea; taking time off from work to create a new work(s) or complete ongoing work(s); supplies or materials for the production or completion of work; or expenses incurred in the presentation of final work including exhibitions, performances, publications, installation, or documentation. If funds are to be used for time for creating, state whether you are beginning, completing, and/or presenting the work. You may include aesthetic issues and concerns relating to the activities you describe. **The artist narrative should be no more than 1 page (8½" x 11").**

**4. International Activity.** Please write "International Activity": and "yes" or "no" to indicate whether your request includes funds to do any of the following: 1) activities involving travel to other countries; 2) activities in which foreign artists visit Virginia or the U.S.; 3) any cultural exchange program; or 4) activities linking you with artists or institutions in other countries. This information is for reporting purposes only and will not be considered during the grantmaking process.

**5. Assurances and Signature.** At the bottom of the applicant information page type the following statement and sign and date below the statement. "I am a legal resident of Virginia and plan to remain a Virginia resident during the grant period. Statements in this application are true and complete to the best of my knowledge."

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

**6. Artist's Resume or Curriculum Vitae.** Attach a typed resume with information about education and/or important learning experiences and any other pertinent biographical details. You may include information about employment, education, commissions, honors, performances, and lists of recently completed works.

**7. Documentation.**

**Submit Two (2) VHS ½ inch Videocassettes. Do not submit your original master copy.** Submit two original works completed within the past four years (1999 or later), each on a separate videocassette. Cue each videocassette to the five minute segment you wish the panel to view. Label each videocassette with applicant's name and title of the work being performed. Artists should retain original master videocassettes and submit high quality copies.

**Submit a Work Sample Description Sheet (1 copy).** On a sheet of paper, indicate the following for each work sample submitted: applicant's name, title of the work being performed, brief information on the performers, date the choreography was completed, length, and production credits including your role.

**8. Self-addressed Return Envelope/Package with Postage Adequate for Return of Videocassette.** This is optional, but videocassettes will **not** be returned without return package and postage.

**9. National Standard for Arts Information Exchange Race/Ethnicity Data Collection Form.** Attached; for reporting purposes only. Will not be considered during the grantmaking process.

**IMPORTANT:**

P Applications must be **received** by the Commission **no later than 5:00 p.m., August 1, 2003.**

P All materials must be written in English in type no smaller than 12 point on 8½" x 11" white paper, collated and stapled. Please send clear photocopies in dark ink.

P Incomplete or ineligible applications **will not** be reviewed and will be returned to the applicant.

P All Commission programs are subject to the actions of the Virginia General Assembly.

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# NATIONAL STANDARD FOR ARTS INFORMATION EXCHANGE

## *Racial/Ethnicity Data Collection Form*

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### Individual Applicants:

Individuals should circle **any combination** of the characteristics listed below that apply:

- A: Asian
- B: Black/African American
- H: Hispanic/Latino
- N: American Indian/Alaskan Native
- P: Native Hawaiian/Pacific Islander
- W: White

### Organizational/Institutional Applicants (e.g. school, arts group):

Using the characteristics listed below, circle the predominant group of which the staff or board or membership (not audience) is composed. Organizations should choose the **one** code that best represents 50 percent or more of its staff or board or membership. If none of these conditions apply to the organization, classify the organization "99."

- A: 50% or more Asian
- B: 50% or more Black/African American
- H: 50% or more Hispanic/Latino
- N: 50% or more American Indian/Alaskan Native
- P: 50% or more Native Hawaiian/Pacific Islander
- W: 50% or more White
- 99: No single group listed above represents 50% or more of staff or board or membership

### For Both Individual & Organizational Applicants:

Using the characteristics listed below, indicate if the majority of the grant activities are intended to involve or act as a clear expression or representation of the cultural traditions of one particular group, or deliver services to a designated population listed below, choose that group's code from the list. If the project or activity does not emphasize the culture or traditions of one group, please circle "99." If you seek or receive general operating support or support for administrative or artistic expenses for many projects and activities and cannot select one group, please circle "99".

- A: Asian individuals
- B: Black/African American individuals
- H: Hispanic/Latino individuals
- N: American Indian/Alaskan Native individuals
- P: Native Hawaiian/Pacific Islander individuals
- W: White individuals
- 99: No single group

**NOTE:** Generally, an activity can be considered "a clear expression or representation of the cultural traditions of one particular group" if it is:

(1) A project in which the intent is to communicate the culture or traditions of a particular race. For example, performances by an African dance company would be coded as "Black/African American."

*and/or*

(2) Projects which are usually understood to be reflective of the culture or traditions of a particular race. For example, Kabuki theatre is performed in many localities, and by many Asian and non-Asian groups. All of these performances would be coded as "Asian" because regardless of who produces the work, the type of theatre itself is widely understood to be an expression of Japanese culture.